

Keys to successful advising appointments for registration and Alt PIN instructions

Open Registration approaches! Here are the basics:

1. Detailed registration instructions for students are available at www.hamline.edu/registration (look in the “Undergraduate Students” column.)

2. ADVISING WEEKS

Your advisees will be contacting you to set up an appointment to meet and get their Alternate Registration PINs (Alt PINs.) **Please note: Students cannot register without the Alternate Registration PIN!** Your advisees’ Alt PINs are available on Piperline. Alt PINs will automatically appear on the Piperline account of a newly assigned advisor if a change in advisor is made after PINs are generated. If you do not see an Alt PIN for a newly assigned advisee, it is likely the paperwork is still in process. Please feel free to call Academic Advising, x2912, to obtain the Alt PIN.

How to look up your advisees’ Alt PINs on Piperline:

- a) Start with a new Piperline session. If you are already logged into Piperline, log out and re-enter.
- b) Once logged into Piperline, select “Faculty Services.” Read the Confidentiality Statement and select “Continue.”
- c) Select “Advisee & Student Information Menu”; then select “Advisee List.”
- d) Select the upcoming registration term from the drop-down menu and then click the “Submit” button.
 - a. (Note: You must choose the term for which your advisees are registering in order to view their Alt PINs.)
- e) Your advisee’s Alternate PIN for the term is listed in the fourth column.
- f) You may print a list of your advisees and their Alt PINs by clicking on the “Printer Friendly Advisee List” link. Then choose “File” and then “Print” from your browser menu or Ctrl+P on your keyboard.
- g) In addition to providing the Alt PIN to your advisees directly, cut and paste the Alt PIN into an e-mail to your advisee. This will reduce transcription errors and the need for your advisees to track you down if they misplace their Alt PIN. As a reminder, please do NOT mail Alt PINs to your advisees without having previously met with them to discuss registration.

The screenshot shows the Piperline Faculty Services interface. At the top, there is a navigation bar with tabs for Student Services, Financial Aid Services, Student Account Services, Faculty Services (selected), Employee Services, Personal Information, and Additional Services. Below the navigation bar, there are links for RETURN TO MENU, HELP, and EXIT. The main content area is titled "Advisee Listing" and includes a date and time stamp: "Fall 2014 Mar 24, 2014 09:27 am". Below this is a table with the following data:

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Simpson, Bartholomew J.	900096944	Instructor	322223	View	View	View	View	View

Below the table, there is a link that says "Email your advisees". At the bottom of the screenshot, there are two more links: "[Advisee Photo List | Printer Friendly Advisee List]".

3. IMPORTANT REMINDERS

- Students must submit their registration for lecture and corresponding lab sections on Piperline at the SAME TIME (both on Piperline and via Add/Drop card) in order to successfully register for the course. Corresponding lecture and lab sections are denoted by a common letter in the section code.
- To meet the Hamline four-year assurance of graduation partnership, students must register for classes at the times scheduled by Registration and Records, according to their class standing.
- If your advisees do not register or contact Academic Advising regarding their intentions by the last day of Add/Drop for the term they will be administratively withdrawn from the university.

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4. ACTC CROSS-REGISTRATION INFORMATION

- ACTC Cross-Registration dates are posted at www.actc-mn.org. Students must submit all ACTC Cross-Registration Requests to the Registration and Records office by the last day of priority registration or wait until ACTC Cross-Registration re-opens at the start of term. Students must also wait until the first day that they can register (see #5 below) to submit ACTC Cross-Registration requests to the Registration and Records office. The ACTC Cross-Registration Request Form can be found at www.hamline.edu/registrar/forms and cross-registration guidelines can be found at www.hamline.edu/actc. To avoid processing delays advise students to print legibly, provide all necessary attachments, and obtain all required approvals.
 - Hamline students attempting to cross-register for Business courses at St. Thomas (such as ACCT, BLAW, BUSN, DSCI, ENTR, FINC, MGMT, MKTG, REAL) are required to obtain approval from the St. Thomas College of Business. Students must e-mail cobundergrad@stthomas.edu to obtain approval. Advise students to print out their return e-mail approval and attach it to their ACTC Cross-Registration Form PRIOR to submitting the form to Registration and Records for processing.
 - Hamline students attempting to cross-register for Environmental Studies, Computer Science, or Math courses at Macalester (such as ENVI, COMP, or MATH) are required to obtain instructor's approval during the Open Registration period. We will accept e-mail approval directly from the instructor. Advise students to print out their e-mail approval and attach it to their ACTC Cross-Registration Form PRIOR to submitting the form to Registration and Records for processing.
 - Hamline students may not cross-register for weekend or Minneapolis campus courses at St. Catherine's. Hamline students may not cross-register for Weekend College (WEC) courses at Augsburg College.

5. OPEN REGISTRATION:

The first day of open (online) registration for continuing students is staged based on the total of earned and in-progress credits:

- Seniors (96+ credits) - First day of open registration
- Continuing Post-Baccalaureate - First day of open registration
- Juniors (64-95.99 credits) - Second day of open registration
- Sophomores (32-63.99 credits) - Third day of open registration
- First Years (under 32 credits) - Fourth day of open registration

The registration timetable above is posted around campus and also available online at www.hamline.edu/registration. Consult this table to determine the first day your advisees are eligible to register (based on class standing). Students unsure of their class standing can log into Piperline; select Student Services; then select Registration; then select Check Your Registration Status.

* Online registration via Piperline extends into the Add/Drop period.

- The last day to ADD a course online via Piperline is the day before the term begins
- The last day to DROP a course online via Piperline is the last day of Add/Drop

6. APPLY TO GRADUATE: Your advisees must apply to graduate by the end of their junior year. Students complete the graduation application (formerly Intent-to-Graduate) online via Piperline! Students will find an Apply to Graduate link under Student Records in their Piperline accounts by the time Advising Weeks begin. If your advisee is a junior and has not yet applied to graduate, encourage them to do so as soon as possible.

7. HOLDS: Your advisees should check Piperline prior to registration for any holds on their accounts. Students must resolve account holds before they can register.

Questions? Contact Academic Advising with advising questions or Registration and Records with Alt PIN, ACTC, Piperline, or general registration questions.